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Chief, Management Staff

30 September 1954

Chief, Records Management Division

Weekly Report - Week Ending 29 September 1954

1. The rate of transfer of records from office space to the Records Center is continuing at a more rapid pace than during the previous calendar year. The number of individual transfers for nine calendar months is 37 in excess of the total number for the previous year.

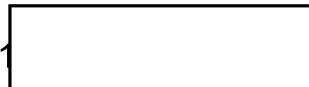
Records were received from six different offices this week, amounting to the equivalent of eleven filing cabinets of material.

2. As the result of the inventory of microfilming equipment, it has been determined that the Agency has 160 pieces valued at approximately \$225,000. Spot checks are now being made with individual offices to clear up questions with respect to the equipment and its use.

3. As a result of arrangements made with the Logistics Office, three requisitions for microfilming equipment were reviewed and, as a result, a savings of \$536 was made by substituting a different type of equipment from that requested.

4. Contact was made with the Signal Center to determine the need for revising the present system of microfilming copies of cables.

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Report for Week Ending 29 September 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 99% complete.

The only remaining action is to complete the typing of the final report, and to discuss the overall accomplishments and recommendations requiring further action with the Chief of the Division.

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 17% complete.

A review of the projects reported on the survey is continuing.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 87% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records,

Project is continuing and is approximately 99% complete.

This project will be reported as completed when the printing and distribution of the manual has been effected.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 61% complete.

Completion of a schedule for the Office of National Estimates is being delayed pending acknowledgment of action requested of other offices with respect to depositing certain materials needed by the Office of National Estimates but not previously considered vital by the office of origin.

A decision on the extent of participation in the vital materials program by the Office of Communications is still pending. We are continuing to follow-up with the Area Records Officer and she in turn with the Executive Officer.

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Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 58% complete.

Project 4-96 - Vital Materials Handbook

Project is continuing and is approximately 12% complete.

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General Information

Arrangements were made with Logistics and Remington-Rand for the loan of a new portable microfilm camera for testing purposes. We will have the camera for 10 days starting next week at no cost to the Agency. We wish to compare the performance of this camera with those of other available models to determine which is best suited for our needs, particularly our field needs.

Three requisitions for microfilm equipment were forwarded to us by Logistics for review and approval during the past week. On one we found it possible to substitute a manual type reader for a motorized model with resultant savings of \$536.50. The substitution will not in any way reduce the efficiency of the project involved.

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Report for Week Ending 29 September 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. Project is 20% complete.

25X1 b. Correspondence Management - Progress continues on the correspondex of administrative requests and reports. The entire correspondex was discussed with [redacted] Logistics Office ARO, who suggested indexing reports on penalty mail indicia, conflicts of interest, and telephone directory changes. Requests and reports of primary concern to the Security Office were discussed with [redacted] Staff. Two proposed Security Regulations which will affect the correspondex are being coordinated. It will be at least 60 days before they are "firmed up." In the interim we will base the correspondex on present regulations so that a pilot model can be tested without delay in the Logistics Office. Nine additional pattern memorandums were developed. To date the correspondex covers 45 reports or requests.

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Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Typing of the final draft of the Handbook and recomposing of exhibits is progressing. New target date for submission of the Handbook for authentication is 6 October.

General Information

a. The correspondex evolving from the Logistics Office correspondence survey has taken the form of a major project of Headquarters-wide significance. Approval of the project by the Assistant Management Officer is being requested.

b. Employee Suggestion No. 1163 - Samples of smudge-proof hectograph masters have been received from the Coronet Carbon and Ribbon Co. and are being tested by typists in the Incentive Awards Branch.

25X1 c. The correspondence management brochure was submitted to ORR Graphics for development of a theme and/or characterization similar to that used in the reports management pamphlet. The brochure was also discussed with [redacted]

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Management Branch

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Report for Week Ending 29 September 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-79 - Records Management Survey-FBID

Records Management report is now being prepared on this survey.

Project 4-85 - FI Information Reports

No change from previous report. Project is 47% complete.

Project 4-86 - Forms Index

Coordination of Index insofar as Personnel and Logistics is concerned is complete. A number of changes which are now being considered by the Branch were reported by both Offices.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms  
Management Branch

No change from previous report. Project is 10% complete.

Individual and Group Information Report Evaluation Forms

The Branch still has under advisement the minor changes and instructions in the forms noted and submitted by the Office of primary interest.

Forms Management Briefing

Originals of the instructional slides were procured and sent to the Printing and Reproduction Plant which had delayed reproduction of the informational booklets. The Branch was again requested to send the instructional slides this week. The two remaining "Orme the Form" posters to be reproduced were received from Graphics and approved. Tentative date of 21 October has been set by Reproduction for delivery of the informational booklets.

Hoover Commission

The survey of the services of the Agriculture Department is continuing. Six have been covered to date with fourteen remaining. Statistical details are due from the Justice and State Departments 1 October. A tentative report will be made by the survey teams to the Task Force next Tuesday with finalization of data scheduled for 7-15 October.

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Summary of Individual Actions

New	4	31,600
Revisions	16	216,000
Reprints	2	5,200
Overprints	-	-
Other Govt. Forms	1	5,000
Totals	<u>23</u>	<u>257,800</u>

Redesignated 15

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Report for Week Ending 29 September 1954 from  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Logistics	12	Cubic Feet	✓
ORR	9	" "	✓
Comptroller	3	" "	✓
OSI	2	" "	✓
OCD	1	" "	✓
OO	7	" "	✓
Sub-total	34	" "	✓
Finished Intell.	53	" "	✓
Total	87	" "	✓

Total accessions to date - 280

Accessioning activity has been continuing at the rate of more than one transaction per day. Total accessioning jobs for calendar year 1953 were 243. As of this date the Center is 37 jobs ahead of last years activity.

25X [ ] is presently coordinating plans for the transfer of initial distribution functions of the Center. Time studies will be made on this activity. Six persons have now been interviewed for positions at the [ ]

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A traffic study of Center telephone calls is being conducted this week. The count will be considered in planning communications

25X [ ] and Headquarters.

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